



Planimetrics

70 County Road, Simsbury, CT 06070 860-913-4080

May 4, 2020

Craig Minor, AICP
Town Planner
Town of Newington
131 Cedar Street
Newington, CT 06111

Re: Affordable Housing Plan
Newington, CT

Dear Mr. Minor,

In response to your request, I have prepared this Letter Agreement for helping the Town of Newington prepare an “affordable housing plan” in accordance with the Scope of Work prepared by the Town.

Basic Framework

It is understood that:

- The Town wishes to commence this work as soon as possible.
- The Town wishes to complete this work by the end of October 2020 (approximately 6 months) although this schedule may change as a result of COVID-19 or similar limitations.
- The work will be overseen by the Housing Needs Study Committee (HNSC) or other entity as determined by the Town.

Scope of Work

1. Kickoff / Scoping Review –

- a. Introductory meeting with Staff (collect data)
- b. Introductory meeting with HNSC to confirm expectations, goals/objectives, and schedule (1 meeting)

2. Prepare Baseline Information Report (Planimetrics) -

- a. Basic demographic overview (existing and future age composition, income, race, etc.).
- b. Basic housing supply / demand overview
 - Housing types – inventory / gap / locations
 - Housing price - inventory / gap / locations
 - Existing Sec. 8-30g affordable housing, State-licensed group homes and Veterans Administration housing
 - Existing naturally occurring affordable housing (including short term rentals on the Berlin Turnpike or elsewhere)
- c. Regulatory overview (where housing options currently permitted / how regulations may encourage/discourage housing choice, regulatory barriers, etc.)

<p>3. Prepare Assessment Report (Planimetrics) -</p> <ul style="list-style-type: none"> a. Restate overall goals / objectives / vision (from kick-off meeting) b. Summarize issues identified from baseline information research c. Suggest possible strategies to address goals / objectives / vision / issues <ul style="list-style-type: none"> • What are the housing needs? • How many units? (overall, short-term moratorium, long-term moratorium, etc.) • Where might units be located / accommodated based on factors relevant to housing diversity? • What types of units could be located / accommodated? (visual gallery of existing / possible?)
<p>4. Review Meeting With HNSC -</p> <ul style="list-style-type: none"> a. Review / discuss baseline information report b. Review / discuss / refine assessment report
<p>5. Prepare Preliminary Strategies Report (Planimetrics) -</p> <ul style="list-style-type: none"> a. Summarize plan purpose and overall goals / objectives / vision b. Summarize baseline information c. Summarize assessment d. Propose strategies <ul style="list-style-type: none"> • What policies / action steps are needed to accomplish goals / objectives • Who will be responsible for accomplishing policies / action steps • When should action steps be completed
<p>6. Review Meeting With HNSC -</p> <ul style="list-style-type: none"> a. Review / refine preliminary strategies report
<p>7. Refine Preliminary Strategies Report to Reflect HNSC Feedback (Planimetrics)</p>
<p>8. Community Meetings To Get Input / Feedback (up to two meetings) -</p> <ul style="list-style-type: none"> a. Meeting preparations / publicity b. Meeting topics <ul style="list-style-type: none"> • Housing choice / diversity • Housing types / locations • Types of housing might community consider for addressing housing needs
<p>9. Review Meeting With HNSC -</p> <ul style="list-style-type: none"> a. Review community input b. Review / refine preliminary strategies report c. HNSC “endorse” report
<p>10. Finalize Affordable Housing Plan (Planimetrics) -</p>

Based on our discussions to date, it is understood Planimetrics will obtain GIS mapping services from New England GeoSystems of Middletown CT and the cost of any such mapping will be included in Planimetrics compensation. It is understood that the GIS mapping may be based on information contained in the Assessor’s database and that such information will be provided to Planimetrics and New England GeoSystems at no charge.

Fee Arrangement

The work as described above will be conducted on a lump sum basis for \$17,500.

At this time, it is not anticipated there will be out-of-pocket costs since work materials will generally be delivered to the Town in electronic format (PDF). If there are any out-of-pocket costs (printing, delivery, etc.), such expenses shall be reimbursable at cost provided such expenses were authorized by the Town.

If additional meetings or work products are desired beyond the work as described above and are mutually agreed to, such meetings or work products will be provided at an hourly rate of \$150 per hour.

Schedule

At this time, it is anticipated work will commence in May and will proceed as shown below. The schedule has been configured to avoid a community meeting in the summer months.

Scope Item	May	June	July	August	September	October	November
1. Kickoff / Scoping Review							
2. Prepare Baseline Information Report							
3. Prepare Assessment Report							
4. Review Meeting With HNSC -							
5. Prepare Preliminary Strategies Report							
6. Review Meeting With HNSC							
7. Refine Preliminary Strategies Report							
8. Community Meetings							
9. Review Meeting With HNSC							
10. Finalize Affordable Housing Plan							

It is expressly understood that this schedule may change as a result of COVID-19 or similar limitations.

Administrative Provisions

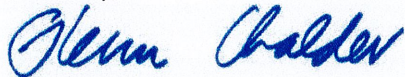
Planimetrics agrees to perform the services described herein in a professional manner. Planimetrics will not assign or subcontract this work without the Town's approval. The Town agrees to provide Planimetrics, at no cost, with information at its disposal that is needed to perform these services and to provide reasonable time and assistance during the course of the project.

Planimetrics expects to bill for work performed as the work is completed and/or in anticipation of time to be devoted. The Town agrees to pay Planimetrics within thirty (30) days of the date of the invoice. If the Town has a question on the invoice, the Town has fifteen (15) days from the date of the invoice to ask for additional information. Planimetrics may revise the invoice or may resubmit the invoice with an explanation. Any invoice unpaid after thirty (30) days from the date of the invoice shall be cause to stop work on the project.

Either party may cancel this Agreement at any time for any reason. In the event of cancellation, the Town agrees to pay Planimetrics for any and all work performed up to the date of cancellation. This may not include a specific deliverable but will cover time dedicated to the project.

The Town authorizes Planimetrics to proceed on this basis by signing below and returning a copy for our files.

Sincerely,



Glenn Chalder, AICP
President
Planimetrics, Inc.

Accepted and authorized this 3 day of MAY, 2020 by:

Town of Newington

